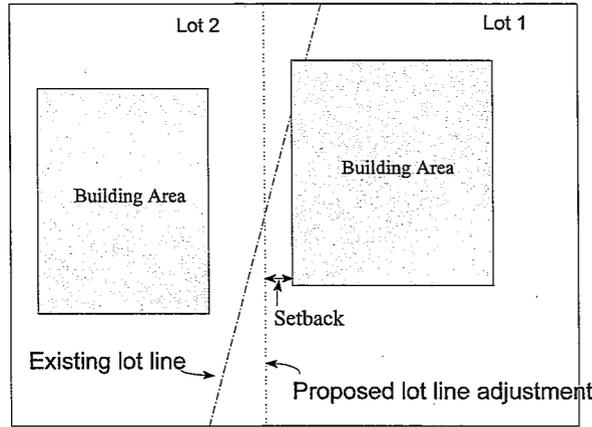


### **What is a lot line adjustment?**

Lot line adjustment is the relocation of an interior lot line between two or more neighboring parcels. Lot line adjustments are reviewed according to Section 66412(d) of the Government Code of the State of California. The applicant has the option of using this procedure or completing the lot line adjustment by filing a Parcel Map.

Example illustration:



### **How to apply for a lot line adjustment?**

Application for lot line adjustments (boundary changes) shall be made to the Community Development Department on the prescribed form. Application forms and pertinent information can be obtained at the Community Development Department.

### **What items shall be submitted with the application?**

- All owners of record must sign the application.
- Evidence that any holders of Deeds of Trust have no objections to the proposed boundary changes.
- Title reports covering all parcel involved

dated *within 30 days*.

- The required Community Development Department processing fee.
- Seven (7) copies of a drawing no larger than 24" x 36" showing existing and proposed boundaries, all improvements (houses, driveways, trees, etc.) and required building setbacks that may be affected by the proposed boundary change.

### **What is the lot line adjustment process?**

Once an application is accepted at the Community Development Department, all Lot Line Adjustment application will be reviewed by the Development Review Committee (DRC) and sent to pertinent departments and organizations for review and recommendation.

1. The DRC will limit its review to the following items:
  - Lot size remains conforming to the existing zoning ordinance. If the lots are currently nonconforming as to size, they cannot become more nonconforming (smaller).
  - Setbacks remain conforming or do not become more nonconforming.
  - Lot frontage and lot depth requirements remain conforming.
  - The existing houses do not become nonconforming as for Floor Area Ratio (FAR) requirements of the zone.
  - The existing buildings meet the requirement of the Uniform Building Code for fire separation or fire wall construction.
2. After final action by the DRC, the applicant will be notified by the Community Development Department that the

application is complete and any requirements that must be met before recordation of the certificate or map.

### **Note:**

***The DRC has authority to approve or deny the application but may not attach conditions, except to meet the requirements of the Building or Zoning regulations, per Section 66412(d) of the California Government Code.***

3. When the application has been approved by the DRC, the applicant shall submit the following items to the Engineering Section of the Community Development Department:
  - Updated title reports, for all parcels, if the title reports are older than 90 days.
  - Three (3) copies of the legal descriptions of the new parcel configurations, labeled "Exhibit A" and "Exhibit B". These documents must be wet stamped by your Licensed Surveyor or Civil Engineer.
  - Three (3) copies of a map, 8 ½" x 11", suitable for reproducing and recording, showing the original parcel configuration and the new parcel configurations. Label the map "Exhibit C". These documents must be wet stamped by your Licensed Surveyor or Civil Engineer.
  - Two (2) copies of the closure calculations.
  - Engineering Section plan checking and processing fees.
4. The Engineering Section will prepare a document entitled "Certificate of Lot Line Adjustment" including legal descriptions,

maps and title reports and send it to our outside consultant for review and approval.

### **Note:**

Any corrections that must be made will be sent to your Licensed Surveyor or Civil Engineer, and corrected documents resubmitted.

5. The Community Development Director will sign the documents, once the documents have been approved and signed off by our plan check consultant.
6. The Town Clerk's Office will send the documents to your title company with instructions for recording.

### **How to appeal a decision?**

If the application is denied by the Development Review Committee (DRC), the applicant may appeal the decision to the Planning Commission. The applicant must file a written notice of appeal with the Town Clerk within 10 calendar days of the decision.

### **Additional information?**

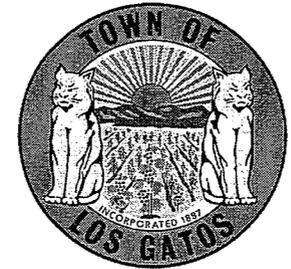
Legal descriptions and maps of the new parcel configurations shall be prepared by a Registered Civil engineer or Licensed Land Surveyor. Per Sections 6731 and 8726 of the California Government Code, these are the only persons authorized to prepared such documents.

Your title company should provide you with new Grant Deeds for the new parcel configurations and arrange for the recordation of these documents, after the Town approves the lot line adjustment.

For further information on topics such as fees, applications, or Building/Planning regulations, please contact the Community Development Department: (408) 354-6874

[www.losgatosca.gov](http://www.losgatosca.gov)

Town of Los Gatos  
Community Development  
Department



**Lot Line Adjustment**  
Summary Handout